



JOHN NAIMO
AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012-3873
PHONE: (213) 974-8301 FAX: (213) 626-5427

September 30, 2015

TO: Supervisor Michael D. Antonovich, Mayor
Supervisor Hilda L. Solis
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe

FROM: John Naimo
Auditor-Controller

A handwritten signature in blue ink, reading "John Naimo", is written over the printed name and title.

**SUBJECT: ST. FRANCES MEDICAL CENTER – A DEPARTMENT OF MENTAL
HEALTH SERVICE PROVIDER – PROGRAM REVIEW**

We completed a program review of St. Frances Medical Center (SFMC or Agency), which included a sample of billings from Fiscal Year (FY) 2013-14. The Department of Mental Health (DMH) contracts with SFMC to provide mental health services, including interviewing Program clients, assessing their mental health needs, and implementing treatment plans.

The purpose of our review was to determine whether SFMC provided the services and maintained proper documentation, as required by their County contract and related guidelines.

DMH paid SFMC approximately \$3 million on a cost-reimbursement basis for FY 2013-14. The Agency provides services in the Second Supervisorial District.

Results of Review

SFMC maintained adequate documentation for the billings reviewed. The Agency completed Assessments, Client Treatment Plans, Progress Notes, and Informed Consent forms in accordance with their County contract. In addition, Agency treatment staff had the required qualifications to provide DMH Program services.

Details of our review are attached.

Review of Report

We discussed our report with SFMC and DMH. SFMC is not required to submit a response to this report because there are no findings or recommendations.

We thank SFMC management and staff for their cooperation and assistance during our review. If you have any questions please call me, or your staff may contact Don Chadwick at (213) 253-0301.

JN:AB:DC:EB:sd

Attachment

c: Sachi A. Hamai, Interim Chief Executive Officer
Dr. Marvin J. Southard, D.S.W., Director, Department of Mental Health
Sr. Joyce Weller, Board Chair, St. Frances Medical Center
Gerald Kozai, Ph.D, Executive Director, St. Frances Medical Center
Public Information Office
Audit Committee

**ST. FRANCES MEDICAL CENTER
DEPARTMENT OF MENTAL HEALTH
PROGRAM REVIEW
FISCAL YEAR 2013-14**

PROGRAM SERVICES

Objective

Determine whether St. Frances Medical Center (SFMC or Agency) maintained documentation to support the services billed to the Department of Mental Health (DMH) in accordance with their County contract and related guidelines.

Verification

We selected 35 (2%) of the 2,044 approved Medi-Cal billings for May and June 2014, which were the most current billings available at the time of our review (April 2015). We reviewed the Assessments, Client Treatment Plans, Progress Notes, and Informed Consent forms in the clients' case files for the selected billings. The 35 billings represent services provided to 15 clients.

Results

SFMC maintained documentation to support the billings reviewed. In addition, the Agency completed Assessments, Client Treatment Plans, Progress Notes, and Informed Consent forms in accordance with their County contract and related guidelines.

Recommendation

None.

STAFFING QUALIFICATIONS

Objective

Determine whether SFMC treatment staff had the required qualifications to provide the mental health services.

Verification

We reviewed the California Board of Behavioral Sciences' website and/or the personnel files for ten (18%) of the 55 SFMC treatment staff who provided services to DMH clients during May and June 2014.

Results

Each employee reviewed had the qualifications required to provide the billed services.

Recommendation

None.